



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

November 1, 2006

WEST VIRGINIA BULLETIN NO: WV120-7-1

SUBJECT: ADS-Personal Property-Vehicle Management

Purpose: To request vehicle inspection reports.

Expiration Date: This bulletin expires September 30, 2007.

Action Required By: April 1, 2007

In accordance with [Amendment WV23](#), dated January, 2004, NRCS requires all vehicles owned by NRCS to be inspected between January 1 and April 1, of each calendar year.

Please forward all required forms, letters and documentation, as stated in the General Manual-Title 120-Part 405-[WV Amendment #23](#), to Leonard Jackson, Administrative Assistant by April 1, 2007.

Charlotte Wertz, SAO, must approve any repairs or purchase of tires and etc. due to budget restraints.

If you have other questions, please contact Charlotte Wertz, SAO at (304) 284-4247 or Leonard Jackson, AA at (304) 284-7550.

/s/

RONALD L. HILLIARD
State Conservationist

DIST: E